

APPLICATION FOR BANNER PERMIT

BANNER INFORMATION

Name of Event: _____

Organization: _____

Date(s) of Event (if applicable): _____ to _____

Number of Banners: _____

Installation Date: _____ Removal Date: _____

List out banner locations (or include marked map): _____

Liz Xiong

Mayor's Office

liz.xiong@stpaul.gov

Ashley Skarda

Department of Safety and
Inspections

ashley.skarda@stpaul.gov

APPLICANT/ AUTHORIZED AGENT INFORMATION

Company Name: _____

Applicant Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Don Bjorkman

Public Works

don.bjorkman@stpaul.gov

COMPLETE & EMAIL

APPLICATION MATERIALS

TO BANNERS@STPAUL.GOV

BANNER PERMIT CHECKLIST *(required upon applying)*

- Non-refundable banner permit application fee of \$74. Payable by cash, check or credit card to DSI if approved.
- A Certificate of Insurance for general liability coverage of not less than \$1 million, endorsing the City of Saint Paul as additional insured with the City's address as the certificate holder.
- List of streets and cross streets where the banners will be placed. A downloaded map off the city's banner webpage with clear markings is also acceptable.
- Electronic file of the banner design to be installed. Must be to scale.

BANNER TYPE *(must check one)*

- Light Pole
- Downtown Skyway Bridge
- Tree (only previously approved permits are eligible)

Requirements for Banner Purposes & Design

- No banner or sign shall be affixed to or removed from any light pole or exterior skyway bridge, except by authorization of the City.
- All banners must serve a legitimate public interest and shall not contain any advertising other than that which is directed toward the specific event. Sponsorship logos may only take up to 15% of the space on the banner.
- Banners & signs for special events should not be in place earlier than 2 weeks before the event and should be removed within 3 days after the event. Seasonal banners can remain in place for up to 3 months as long as they are still in serviceable condition.
- Banner material shall be of a durable, weather-resistant material like canvas, nylon or vinyl-coated fabric.

Requirements to Affix Banners to Light Poles

- Neighborhood Business District banners can remain in place for up to a year if they are in serviceable condition. One year automatic, renewable if in good condition.
- The standard size of a light pole banner in downtown Saint Paul is 30" x 60". The banner rod pockets should be 2 ¾" wide. Other sizes may be considered, but are subject to wind loading calculations and additional hanging charges for bracket modification.
- If brackets are not currently installed in a desirable location, the City of Saint Paul can install brackets for an additional charge for installation and material.
- No banners are allowed on any light poles with traffic signals. Banners may not block any public signing or lighting.

Requirements to Affix Banners to Exterior Skyway Bridges

- Banners shall not exceed a total of 120 square feet in area and maximum height of 3 feet.
- Grommets must be installed along the top and bottom of each banner to facilitate the hanging of the banner. Grommets shall be of brass construction and installed in a minimum of four layers of fabric, with the hole size of the grommet being 3/8 inch in diameter or larger.
- Grommets must be located in each corner of the banner (1 to 2 inches in from each corner of the banner) and evenly spaced along the top and bottom edges, with one in the center of the banner on the top and the bottom.

CURRENT RATES & FEES:

All installation fees are due upon delivery of banners to Public Works. Taxes will apply unless the requester can produce an ST3 form for tax exemption. **DO NOT SEND ANY PAYMENTS TO THE MAYOR'S OFFICE.**

\$400.00 per skyway or tree banner installed, due upon delivery to Public Works or Parks Forestry.

\$53.00 per light pole banner, due upon delivery to Public Works. This rate is true unless the pole location does not have brackets for the banner.

\$74.00 permit fee. Payable by cash, check or credit card to DSI if approved. Mail payment to 375 Jackson St. Suite #200, Saint Paul, MN 55101.

TOTAL OF INSTALLATION COST: _____

(# of banners x individual banner installation cost, e.g., 3 banners x \$53 = \$159. Does not include permit fee or tax costs if applicable.)

**COMPLETE AND SUBMIT APPLICATION MATERIALS VIA EMAIL TO
BANNERS@CI.STPAUL.MN.US.**